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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 13 October 1960

FROM : Chief, Intelligence School

SUBJECT: Weekly Activity Report No. 36  
5 - 11 October 1960

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1. On 10 October Mr. [REDACTED] of the Records Management Staff called on Chief IS to discuss the Filing Workshop program that will be conducted jointly by the Clerical Training Faculty and the Records Management Staff. This program has been approved in principle, and Mrs. [REDACTED] is working on details with Mr. [REDACTED]. In the course of the conversation Mr. [REDACTED] suggested that some other training programs might use the capability and the experience of the Records Management Staff. Subsequently Chief IS discussed this suggestion with Mrs. [REDACTED]. [REDACTED] said that she would look into recent developments in the work of the Records Management Staff to determine whether or not they can be applied to Operations Support courses.

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2. On 11 October Chief IS gave a 90-minute lecture to the Project USEFUL class on the subject of "CIA Research Methods." In addition to the military personnel in the class there was Mr. Howard Elting, Jr., Deputy to the Director of Intelligence in Research of the State Department. Chief IS knew that Mr. Elting was to be in the group, and all references to State participation in intelligence research were tailored accordingly.

3. On 11 October Chief IS discussed with Chief PPS the IG Report on Agency training. Intelligence School comments on the report were submitted in writing, in addition to the oral discussion.

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4. On 11 October [REDACTED], Chief of the Reference Branch of the Library Division of OCR, called Chief IS and requested the aid of [REDACTED] in a component training program related to intelligence research materials. Chief IS has asked [REDACTED] to investigate the program to determine whether or not Intelligence School participation is warranted. [REDACTED] will also check with R/TR to be sure that the program is authorized component training.

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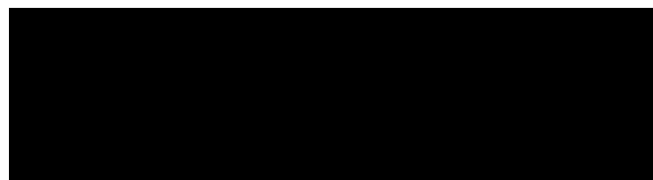
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5. On 12 October Mrs. [REDACTED] assisted Mr. [REDACTED] in the entertainment and briefing of a group of foreign officials at 117 Central. The briefing required the red-carpet treatment, and it also required the hostess services of both Mrs. [REDACTED]

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Attachment: Reports

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